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T/II/M-7
10 December 1964

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

TASK TEAM II - ITEM IDENTIFICATION

Minutes of the Seventh Meeting, 7 December 1964

Members or Their Representatives Present

25X1 CIA - [REDACTED]
DIA - [REDACTED]
NSA - [REDACTED]
ARMY - Mr. Robert D. Baxter, FSTC
NAVY - Mr. D'Armand W. Dochez
AIR FORCE - Lt. Col. Robert R. McAnaw
25X1 CSS - [REDACTED] Secretary

Others Present

None

25X1 1. [REDACTED] welcomed Mr. Baxter who will represent Army henceforth
25X1 on the task team. Arrangements were made to insure that necessary back-
ground information and information on activities of the task team to date
were available to [REDACTED]

2. The minutes of the sixth meeting were approved.

25X1 3. [REDACTED] indicated necessary orientation for the task team had
now been accomplished and that we should press for completion of the tasks
outlined in the terms of reference. Copies of a rough task list and
schedule were distributed to the members for discussion and refinement.

4. Mr. Dochez requested clarification of item 3: "Establish
categories useful for community identification systems". It was determined
that the initial purpose of developing categories of items was to aid us
in planning for an authoritative item list. Reference was made to numerous
other attempts to categorize intelligence items. For example, the terms
"raw" and "finished" are broad categories which reflect process orientation;

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- 2 -

the terms reports, reviews, digests, memoranda, etc. reflect a format orientation. Others have attempted to categorize by method of collection or by content. Basically, none of these provide mutually exclusive categories, nor are they necessarily compatible with each other. The results can be quite confusing. However, they may be quite satisfactory for the specific purposes for which they were designed.

5. It appears that any attempt at categorization may suffer in a similar manner. If it were possible to develop effective, mutually exclusive categories encompassing all intelligence items, the need for an authoritative item list would be substantially less. In that case, we might then be able to identify and associate items at the level of the categorical class without the need for further specificity. On the other hand, categorization appropriately oriented to our needs will aid us in isolating and defining critical characteristics of many intelligence items. Similarly, used in conjunction with an authoritative item list, categories may aid the user in selecting the item or items which would best serve his specific needs. It is possible that other operations with similar purposes would find our technique of categorization useful in system design and implementation.

25X1 6. [] brought up the need for a unique item identification system or number. He recommended that the design problem be addressed from the user's standpoint. Mr. Dochez alluded to recent discussions with analysts whose main interest is in the contents of the document. In most cases, these analysts expressed their needs in terms of subject and area and are not concerned with other aspects of document identification. [] 25X1 called attention to Task Team I which is assigned the Content Control problem. He noted the possibility of incorporating an indication of the subject/area content as part of the document description to aid in its exploitation.

25X1 7. [] mentioned the need for a short paper from each member regarding item control problems encountered in each parent agency. The secretary was requested to draw up a list of questions which would provide a basis for responding to this requirement (Attachment I). [] 25X1 stressed that the responses should be qualitative rather than quantitative in nature. It was requested that these papers by the team members be available for discussion at the next meeting.

25X1 8. [] then gave a status report on the item identification test he is conducting (see T/II/M-6). A very small sampling had been accomplished to date. To that degree, the form being employed appears satisfactory. It was noted that the frequency of publication could not always be determined by examining the document, also that frequency may not of itself provide uniqueness. He also discussed the rough category structure that was being used for the test. It was anticipated that experience in applying this category scheme to actual documents would provide valuable insights for subsequent category designs and applications.

9. Lt. Col. McAnaw then discussed the Air Force publication: "Acquisition List of USAF Defense Intelligence Information Reports and DoD/non DoD Finished Intelligence Documents (Acq 200-64-32)." This is published

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- 3 -

weekly by Air Force Intelligence. A cumulative issue is produced every six months. It covers all air attache reports and those Army and Navy attache reports and finished DoD and non DoD intelligence documents of interest to the Air Force. It utilizes the DIA Statement of Interest Code and the DoD country code. In some cases, Air Force expands the title of the item to indicate Air Force interest. When this is done the USIB number is asterisked. In such cases, there will be two line items identical in every respect except title.

25X1 10. [] made reference to the list of file elements which was obtained from the SCIPS data base and distributed to members at the second meeting. Members were requested to review this list and to add any other examples of elements that might be required to insure unique identification of an item. This should be done in time for the next meeting.

11. The secretary was requested to publish a list of items acquired thus far which pertain to Task Team II objectives (Attachment II).

12. The next meeting will be held at CIA Headquarters on 11 January 1965 at 1330 hours.

[]

Secretary

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Attachment I

T/II/MM-1
10 December 1964

SUBJECT : Present and Planned Item Identification Systems and Activities
of USIB Member Agencies

REFERENCE: T/II/M-7, Paragraph 7

1. Identify and summarize significant item identification system employed by your agency.
2. Identify salient characteristics of these item identification systems i.e.: scope, purpose, design concept, elements used to provide unique identification, etc.
3. Discuss experience to date in application, utilization, user feedback, etc. of each system identified and described.
4. Give qualitative evaluation of performance of each system identified in satisfying purpose for which it was developed.
5. Identify and discuss those systems which you feel offer significant design potential for interagency item identification and description:
 - a. in their entirety or
 - b. selectively, and specify

Summarize the reasons for this conclusion. Provide examples, if possible.

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T/II/W-7
10 December 1964

ITEMS ON HAND PERTAINING TO TASK TEAM II OBJECTIVES

<u>Agency</u>	<u>Major Component</u>	<u>Unit</u>	<u>Series Designation</u>	<u>Date</u>	<u>Classification</u>
<u>ITEM NAME (Precede with Classification of Title e.g. (U) Unclassified)</u>					
CIA	OCR	DD	Form 618	--	Unclassified
			(U) Dissemination Ladder Card		
CIA	OCR	DD	--	--	Secret
			(U) Pattern for Dissemination, 3 Page Sample		
CIA	OCR	DD	--	13 Oct 1964 (Revision)	Confidential
			(U) USIB Number Breakdown by Agency		
CIA	OCR	DD	--	--	Secret
			(U) CIA Information Reports (Control Numbering)		
CIA	OCR	DD	Vol. XII Nos. 1-6	Jan-Jun 1964 w/chgs thru Oct 1964	Secret
			(U) Intelligence Publications Index (Semiannual Cumulation)		

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- 2 -

<u>Agency</u>	<u>Major Component</u>	<u>Unit</u>	<u>Series Designation</u>	<u>Date</u>	<u>Classification</u>
<u>ITEM NAME (Precede with Classification of Title e.g. (U) Unclassified)</u>					
DIA	DIAAP	--	C-269/AP	10 Mar 1964	Confidential
	(U) Standard Operating Procedure for Manhour and Intelligence Project Reporting Within DIAAP				
DIA	--	--	DIAR5-2	15 Jun 1964	Unclassified
	(U) Preparation of Substantive Publications				
DIA	DIAAP	DIAAP-1	PCOP5-5	21 Aug 1964	Unclassified
	(U) DIA Production Center Numbering of Substantive Intelligence Publications				
DIA	--	--	DIAL 58-7 w/chgs	25 Sep 1962	Confidential
	(U) Standard Intelligence Reporting Forms				
DIA	DIAAP	DIAAP-1	AP-1770-3-64-ADMIN	Oct 1964	Secret
	(U) Production Center Intelligence Products Index				
DIA	DIAAP	DIAAP-1	PC 770/1-64	30 Jun 1964	Secret
	(U) DoD Worldwide Intelligence Products Schedule Fiscal Year 1965				
DIA	DIAAP	DIAAP-1	S6623/AP-1M1	28 Sep - 2 Oct 1964	Secret
	(U) Proceedings of the Second Worldwide Intelligence Production Management Conference				
DIA	DIAMS	--	S-70/MS	14-17 Jul 1964	Secret
	(U) First DIA IDHS Conference				

CONFIDENTIAL

CONFIDENTIAL

- 3 -

<u>Agency</u>	<u>Major Component</u>	<u>Unit</u>	<u>Series Designation</u>	<u>Date</u>	<u>Classification</u>
<u>ITEM NAME (Precede with Classification of Title e.g. (U) Unclassified)</u>					
DIA	DIAS	--	ST-27-1-64	1 Jul 64	Secret
	(U) Scientific and Technical Intelligence Register (STIR) Fiscal Year 1965				
DIA	DIAS	--	DIAM 75-1	--	Unclassified
	(U) Extract Covering Titling and Formatting of Publications, 2 Pages				
DIA	--	--	--	--	Secret
	Instructions for Numbering of EOB Publications and Change Messages				
DIA	DIAS	--	--	--	Unclassified
	(U) Automated Index to Intelligence Products				

CONFIDENTIAL

- 4 -

<u>Agency</u>	<u>Major Component</u>	<u>Unit</u>	<u>Series Designation</u>	<u>Date</u>	<u>Classification</u>
<u>ITEM NAME (Precede with Classification of Title e.g. (U) Unclassified)</u>					
Army	FSTC	--	FSTCR 310-5	18 Dec 1962	Unclassified
	(U) Military Publications - Numbering of FSTC Scientific and Technical Publications				
Army	FSTC	--	FSTCP 310-3	June 1964	Unclassified
	(U) Military Publications - Standard Format for Intelligence Studies and Reports				
Army	FSTC	--	GETIB No. 44	2 Nov 1964	Unclassified
	(U) General Equipment and Transport Intelligence Bulletin				

CONFIDENTIAL

CONFIDENTIAL

- 5 -

<u>Agency</u>	<u>Major Component</u>	<u>Unit</u>	<u>Series Designation</u>	<u>Date</u>	<u>Classification</u>
<u>ITEM NAME (Precede with Classification of Title e.g. (U) Unclassified)</u>					
NSA	--	--	--	28 Jun 1963	TS (Limited Distribution)
			(C) Serialization of Sigint Product (6 Copies)		
NSA	--	--	--	18 Jul 1964	TS (Limited Distribution)
			(U) Extract of Catalog		

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